

INTRODUCTION

The Community Development Block Grant (CDBG) Program Application Guidelines for Housing and Neighborhood Renewal Projects: January 2010 Grant Competition

These guidelines explain how cities, towns, and counties can apply for financial assistance for federal fiscal year (FFY) 2010 funds under the Community Development Block Grant (CDBG) Program. **Applications are due January 15, 2010.**

In addition to providing information regarding the types of housing and neighborhood renewal projects and activities which are eligible for funding under the CDBG program, these application guidelines set out the general policies for CDBG and the special requirements and ranking criteria which the Montana Department of Commerce (MDOC) will use to evaluate applications for Housing and Neighborhood Renewal projects. The required Uniform Housing Application form that must also be included in your CDBG application is a separate publication, the ***Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs*** (2006-07 Edition).

Montana's CDBG program is a federally funded, competitive grant program designed to help communities of less than 50,000 in population with their highest priority community development needs. All CDBG projects must principally benefit low and moderate income persons. The program was established by the federal Housing and Community Development Act of 1974. The Montana Department of Commerce (MDOC) administers the program under contract with the U.S. Department of Housing and Urban Development (HUD). In 1982, MDOC took over administration of the "Small Cities" CDBG program for communities of less than 50,000 in population from HUD. The MDOC Business Resources Division administers the Economic Development category. The MDOC Community Development Division administers the Housing and Public Facilities categories.

Obama Administration Proposes Increase for FFY 2010 CDBG Funding

For FFY 2009, with the new incoming Obama Administration, Congress passed a budget incorporating a 1.3 percent increase in CDBG, raising funding for the program from \$3.59 billion in FFY 2008 to \$3.64 billion for FFY 2009. For FFY 2010, the Obama Administration proposed an additional increase in CDBG. The increase passed by the U.S. House of Representatives on July 23, 2009 would raise funding for the CDBG program to \$4.16 billion. The Senate version of the budget would increase funding to \$4.0 billion. The two versions have now been referred to conference committee for reconciliation.

Since 1982, Montana communities have received over \$185 million dollars in CDBG funds to address a variety of critical community needs, while principally benefiting low and moderate income families. This CDBG funding has been matched with other federal, state, and local funding to accomplish hundreds of millions of dollars of important local economic development, housing, and public facility projects. In fact, there are few Montana communities that have not benefited from the CDBG program at one time or another.

Organization of the Housing and Neighborhood Renewal Guidelines

If you have not previously worked with Montana's CDBG Program, the volume of the guidelines may, at first, seem a bit overwhelming. This is in part because CDBG is able to fund such a wide variety of community development projects. Also, because of the federal requirements involved, there is considerable "red tape" involved in applying for and administering a Community Development Block Grant project; however, even very small communities have demonstrated that they can successfully apply for and administer a CDBG project.

See **Appendix D** for basic application instructions. **Appendix E** has suggestions for writing a successful CDBG application. A description of what information is required to be included in applications submitted to CDBG is found in **Chapter V** and **Appendix D** of these Application Guidelines.

The entire *CDBG FFY 2010 Application Guidelines for Housing and Neighborhood Renewal Projects* document is available in Microsoft Word format on diskette or CD from the CDBG office, (406) 841-2791 – and may be downloaded from the CDBG website,
http://comdev.mt.gov/CDD_CDBG_Hous.asp.

All application materials needed may be ordered from CDBG at the Community Development Division at the address noted on the next page and can be downloaded at CDBG's website.

Completion of the *Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs (2006 Edition)* is also a required component of an application to CDBG. The *Uniform Housing Application* is available on a compact disk and also from the MDOC Housing Division website,
http://housing.mt.gov/Hous_Apps.asp.

MDOC has a variety of resources to assist you in preparing your grant application. If you have any questions regarding Montana's CDBG Housing Program, please contact us. Phone: (406) 841-2791 TDD: (406) 841-2702.

In addition to these Application Guidelines, MDOC has prepared supplementary materials to help local officials prepare CDBG applications and comply with the various requirements. These include items such as sample income survey forms, budget forms, formats for public hearing announcements and local government resolutions, and computerized application formats, including checklists to help make sure that the application is complete. You can borrow copies of previously successful housing and neighborhood renewal applications submitted by communities and other related reference materials are available upon request from MDOC staff.

Local officials and staff or private consultants or engineers are welcome to contact or meet with the MDOC CDBG staff to discuss any questions or concerns they may have regarding the CDBG guidelines, or about the required *Uniform Housing Application Form*. Any inquiries regarding the program or potential CDBG projects should be made as far in advance of the application deadline as possible. If you have any questions regarding Montana's CDBG Program, please contact us. Phone: (406) 841-2791 TDD: (406) 841-2702.

For a copy of the application guidelines for **CDBG Economic Development (CDBG-ED) projects**, contact:

CDBG Program - Economic Development / Nancy Guccione, Section Manager
MDOC/Business Resources Division
301 South Park Avenue - P.O. Box 200501 - Helena, MT 59620-0501

Phone: (406) 841-2744 FAX: (406) 841-2731

Website: http://businessresources.mt.gov/BRD_CDBG.asp

For additional copies of the Application Guidelines (and applicable Uniform Application documents and forms) for Housing and Neighborhood Renewal projects or to get a copy of the application forms on a computer diskette, contact:

Montana CDBG Program - Housing and Public Facilities
MDOC/Community Development Division
301 South Park Avenue - P.O. Box 200523
Helena, MT 59620-0523

Phone: (406) 841-2791 TDD: (406) 841-2702 FAX: (406) 841-2771

Website: http://comdev.mt.gov/CDD_cdbg.asp

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Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, Braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2791, TDD (406) 841-2702, or the Relay number, 711.

